

EO 6-3226

21 September 1956

MEMORANDUM FOR: Special Support Assistant to DD/S

SUBJECT: Questions to be Raised with Training Office Re Their  
Decision to be Given at Next SSA-DD/S Staff Meeting

1. Is it possible to make it mandatory for Case Officers to have  
Operations Support in order to train them in the services offered by  
Support Functions of the Agency? *RRS*

2. Since it is difficult to spare key personnel for six weeks  
absence from their duties to attend the Operations Familiarization Course,  
would it be possible to divide the course into three sections wherein an  
employee could take and get credit for two weeks at a time? *RRS*

3. Would it be possible to give a list of required books which must  
be read during the Operations Familiarization Course to the Division Train-  
ing Officers in order to allow employees to read such books on their own  
time prior to entering the course? *KM*

4. It appears that some courses given in out-of-hours would be bene-  
ficial, so as not to interrupt normal working functions. Could such a pro-  
gram be arranged? *KM*



U.S. CIA  
Division of Near East  
and Africa

25X1

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 CONFIDENTIAL SECRET

## ROUTING AND RECORD SHEET

SUBJECT, (Optional)

5 Dec 32-6

FROM:

NEA Division  
1104 I Bldg

Nhr

NO.

506-3226  
21 September 1956

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	REC'D	FWD'D		
1.				
2. SSA-DD/S 2004 L	24 f. 6			
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Mr. Baird:

Re the [redacted] briefing, I propose to have a separate short memo to OTR School & Staff Chiefs indicating to each only those questions which you have earmarked with the man's initials.

I'd like to state in opening remark the location for this briefing. Do we go to DD/P or do they come here to our conference room?

STAT

O.K. to start like this? [redacted]

"The OTR briefing to the Support Chiefs of DD/P will be held on Thursday, 11 October, at 1500 hours in #2035-1037 "K".

DD/P has submitted a list of questions which they propose to raise at this briefing. I am listing below those which pertain to your area. Kindly be prepared to answer all these questions."

b.k.  
35 "K" Conference Room

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STAT

12 Sept. 56  
1040

Mr. Baird:

[redacted] called and left the following message:

He wants to know if you would be available on Thursday, 11 October to address all of the Support Chiefs of DD/P, at 1500 Hours. He said that you may take anywhere from one to two hours, and can handle it any way you wish--i.e.--panel; several key people from OTR to speak on Training; question-and-answer period; etc.--

There will be a meeting tomorrow afternoon, and he would like, if possible, to let the DD/P Chiefs know about this sufficiently in advance, as they are asked to submit any questions they might have for the program at least two weeks in advance, and then they will be forwarded to you. (He said you may base your talk on these questions, if you prefer to handle it that way.) He asked that we call [redacted] (over)

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS		INITIALS	DATE
1				
2				
3				
4				
5				
6				
	ACTION	DIRECT REPLY	PREPARE REPLY	
	APPROVAL	DISPATCH	RECOMMENDATION	
	COMMENT	FILE	RETURN	
	CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

The best time to reach him today is  
between 2:00 and 3:00.

m.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE

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Replaces Form 30-4  
which may be used.

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### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

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FROM:

SSA-DD/S

NO.

EO 6-3226

DATE

1 October 1956

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

REC'D FWD'D

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Director of Training

W3

Attached are Division questions submitted in connection with your presentation at the Admin Chiefs' meeting on 11 October. Also attached is a list of individuals who attend these meetings.

3.

4.

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TRANSMITTAL SLIP		DATE # 3 October 1956
TO: DTR		
ROOM NO.	BUILDING	
REMARKS:  Questions (after which you have designated some one person to handle) have been copied on Memo forms and forwarded this date.  <i>and D DTR has copies of attached memos.</i>  mp		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241

REPLACES FORM 36-8  
1 FEB 55 WHICH MAY BE USED.

(47)